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|  | Commanding Officer  United States Coast Guard  [UNIT] | [ADDRESS]  [CITY], [ST] [ZIP CODE]  Phone:  Fax:  3502  [DD Mmm 2023] |
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**MEMORANDUM**

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| From: | Commanding Officer Name | Reply to  Attn of: |  |

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| To: | FI. MI. Last Name, Rate/Rank |
| Thru: | Remove this line if not used and adjust the returns – only 1 blank line after Thru, not 2 |
| Subj: | RECOMMENDED APPOINTMENT AS UNIT OPERATIONAL STRESS CONTROL REPRESENTATIVE (U-OSC-R) |

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| Ref: | 1. Operational Stress Control (OSC) Program, COMDTINST 6200.2 |

1. In accordance with reference (a), you are hereby recommended to be appointed as the U-OSC-R for [Your Unit Name], which is contingent upon your successful completion of all U-OSC-R requirements.
2. If you have not completed the Coast Guard’s an OSC training for trainers (T4T) course, you shall not perform any U-OSC-R duties until this training is complete.
3. You must obtain the OSC-Facilitator competency code within six months of appointment.
4. You shall familiarize yourself with and perform your duties in according with reference (a). This assignment will remain in effect until you transfer from this command, or it is revoked by the commanding officer.
5. Your role as a U-OSC-R is especially important as you serve as the advisor to the commander on all OSC requirements, programs, and activities. Your professional manner and concern for others were principal in your selection as our U-OSC-R. I know you will continue to carry out your U-OSC-R duties in the same manner.

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| Copy: | Member’s SPO PDR |